Executive Director's Report for October 18, 2006 DHT Board Meeting

Fundraising:

Secured $5000 grant from Watts Foundation

Worked on design and printing of invitations for DHT Golf Tournament and Cocktail Buffet Auction at Indian Creek

Prepared fundraiser auction letters and forms and solicited donations and attendees

Spoke with Tina Lane re Dunspaugh-Dalton grant

Worked on plans with Fundraising Committee for October 27th fundraiser

Drafted letter to Eugene Threadgill re donation

Dealt with Solaris re access fees

Community Outreach and Public Relations:

Attended Urban Environment League dinner to hear Miami Dade Mayor Carlos Alvarez

Attended Junior League of Miami Reception for Past Presidents

Attended International Women's Forum dinner meeting at home of Dr. Grace Wang

Attended Art in Public Places Trust Board meeting

Attended Junior League Provisionals meeting with Past Presidents

Attended Leadership Florida reception at Regions Bank

Administrative:

Met with City of Miami's Asset Management staff members Judy Marsie-Hazen and Madeline Valdes and architect William B. Medellin re parking variance for Old Miami High restoration

Wrote letter to Mary Conway of City of Miami requesting waiver from variance application fee for Old Miami High

Coordinated Dade Heritage Days Planning Meeting and DHT Membership Program at Plymouth Congregational Church

Worked on mailing of invitations for fundraiser

Contacted Commissioner Sally Heyman to be on her committee agenda re Preservation Fund

Contacted Commissioner Katy Sorenson re meeting re Preservation Fund

Contacted Commissioner Carlos Gimenez re meeting re Preservation Fund

Met with real estate salesperson Ginger Tuttle and broker Charlotte Seidel of Coldwell Banker re listing for sale of DHT's Hubbard-Alvarez bungalow and showed them the property

Secured real estate attorney Tom Matkov to review listing agreement pro bono

Spoke with accountant Vicki Walsh re completion of DHT audit

Prepared agendas and info for DHT Executive Committee meeting and Board meetings

Wrote letter to Investors Bank & Trust to change signers on DHT's Endowment Fund to current officers and executive director and to require two signatures for amounts over $500 as DHT does with other accounts